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ABSTRACT

An analysis of survey responses from a sample of dental assistants on competency characteristics for their occupation is presented in this document. (Dental assistant is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--see CE 018 900-916.) (JH)

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Common Intra-Cluster Competencies Needed in Selected Occupational Clusters

Supplemental Volume III: Dental Assistant

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Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracluster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=__. Those characteristics include:

1. Competencies reported by respondents -

   The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by DENTAL ASSISTANTS (by percent) N=45

Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
1. Seek guidance to improve performance in patient care.	47	50	50	38	38	24	42	29	29
2. Participate in/conduct demonstrations of procedures and equipment (in-service).	50	92	8	38	15	47	46	31	23
3. Orient new personnel to unit facilities, routines and other personnel.	65	64	36	0	0	100	10	30	60
4. Advise health professionals on the technicalities and procedures involved in operating special equipment.	27	71	29	14	0	86	43	43	14
5. Practice established routines and policies of the health care facility.	82	79	21	100	0	0	35	29	36
6. Supervise subordinates within the health care facility.	35	67	33	62	13	25	43	24	43
7. Give "on the job" instruction.	65	73	27	9	0	91	10	30	60
8. Advise staff concerning medical jurisprudence.	*								
9. Develop criteria for the selection of records for review and retention.	*								
10. Establish work priorities and schedule work assignments.	35	33	67	89	0	11	33	11	56

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
11.	Identify operational deficiencies and recommend corrections.	59	30	70	10	30	60	44	0	56
12.	Evaluate subordinate employee performance.	*								
13.	Develop job description.	24	25	75	0	0	100	25	25	50
14.	Consult with health professionals on purchasing/ constructing/using special appliances.	54	36	64	14	43	43	46	38	16
15.	Interview/evaluate/hire prospective personnel.	24	25	75	0	0	100	0	0	100
16.	Maintain standards of employees' personal hygiene as related to job performance.	38	40	60	78	0	22	24	38	38
17.	Insure that all subordinates are on duty.	*								
18.	Attend and participate in staff meetings.	58	40	60	20	0	80	8	15	77
19.	Develop policies and establish departmental procedures.	*								
20.	Inform personnel of new or changed policies and procedures.	42	45	55	27	9	64	9	18	73
21.	Provide liaison between doctor and other professional associates.	29	80	20	60	0	40	20	0	80
22.	Review and approve employee's payroll time and salary.	19	20	80	0	25	75	25	0	75

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
23.	Coordinate work schedules with other departments.	29	80	20	60	0	40	20	40	40
24.	Teach special procedures to department members/ students/health care professionals.	50	85	15	0	0	100	62	15	23
25.	Teach safety techniques as needed.	53	67	33	33	0	67	63	25	12
27.	Inform personnel of potential hazards in their working areas.	41	43	57	43	0	57	66	17	7
28.	Demonstrate tact in giving and withholding information concerning patient care/operations of the health care facility.	50	23	77	85	0	15	33	25	42
29.	Represent the department and facility at community meetings.	24	75	25	0	0	100	33	33	33
30.	Attend meetings and participate in community activities related to doctor's practice.	81	52	48	0	0	100	12	24	64
31.	Arrange meetings, conferences/travel accomodations.	24	25	75	0	0	100	0	33	67
32.	Assist in the orientation of volunteers, students, and new staff.	65	59	41	0	0	100	18	29	53
33.	Recommend materials to be used in training volunteers.	*								
34.	Train volunteers in specific techniques.	23	50	50	0	0	100	17	33	50

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
35.	Participate in public relation activities as directed.	*								
36.	Conduct tours of facilities.	31	63	37	0	0	100	14	0	86
37.	Obtain and deliver supplies for patient's entertainment or recreation.	29	60	40	40	20	40	0	0	100
38.	Inventory, sign for, and place patient's personal possessions in safe place.	27	29	71	50	0	50	17	0	83
39.	Assist patient with personal hygiene and grooming.	47	75	25	63	12	25	57	14	29
41.	Assist patient in walking.	*								
42.	Transport patient on stretcher/wheelchair.	19	60	40	0	0	100	0	40	60
46.	Assist in resolving patient complaints.	38	40	60	50	10	40	30	20	50
47.	Obtain signature on various patient/family consent forms.	*								
48.	Teach patient/family, preventative general health care.	42	82	18	82	18	0	55	36	9
50.	Assist patient in active/passive exercise.	*								
51.	Obtain information from patient/family.	47	50	50	100	0	0	24	38	38

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
52.	Orient patient/family to health care facility.	27	57	43	72	14	14	0	60	40
53.	Receive patient, explain tests and procedures to them and ally their fears.	47	75	25	100	0	0	50	25	25
54.	Attend to patient's comfort before, during, and after examination/tests/treatment.	62	63	37	100	0	0	24	24	52
55.	Aid patient in completing insurance forms.	65	64	36	55	27	18	40	30	30
56.	Explain post-operative instructions to patient.	73	53	47	74	21	5	68	21	11
57.	Explain fees to patient.	76	62	38	62	8	30	8	17	75
58.	Assist patient in planning for health care facility.	31	50	50	75	25	0	13	62	25
60.	Explain therapy procedures in lay terms.	50	46	54	100	0	0	54	15	31
61.	Explain follow-up services to patient.	76	62	38	64	18	18	16	16	68
62.	Help patient develop positive attitudes toward their illness/confinement.	23	33	67	83	0	17	33	33	33
63.	Assist in establishing a comfortable relationship between the patient and the health care professional.	71	58	42	100	0	0	25	8	67

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
64.	Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.	46	25	75	83	17	0	42	16	42
65.	Interpret patient's signs, symptoms, behavior, etc.	59	60	40	100	0	0	50	10	40
66.	Identify strengths/weakness of care plan.	19	40	60	100	0	0	60	0	40
67.	Observe patient's general physical condition, appearance, and behavior.	59	60	40	90	10	0	50	10	40
69.	Record and chart vital signs, height, weight, and/or other conditions as directed by health care professional.	59	90	10	100	0	0	60	0	40
71.	Follow established admitting procedures.	24	100	0	100	0	0	25	0	75
72.	Maintain a use record on special equipment.	15	25	75	50	0	50	0	25	75
73.	Conduct routine financial matters of employer (collect fees, make deposits, send statements, etc.).	47	75	25	62	0	38	43	14	43
74.	Maintain appointment control.	69	78	22	83	6	11	39	28	33
75.	Complete insurance forms.	59	70	30	50	20	30	56	11	33
76.	Maintain state and federal tax information and prepare tax forms.	31	50	50	25	12	63	25	62	13

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
77.	Schedule patient treatment sessions.	71	58	42	75	17	8	33	25	42
78.	Maintain record of all requests for patient information.	31	50	50	88	0	12	12	50	38
79.	Obtain charts of patients for whom information is requested.	71	75	25	92	0	8	8	25	67
80.	Prepare patient record folder (chart).	85	77	23	82	14	4	32	45	23
82.	Sort/file/organize documents, certificates, patient records, etc.	77	80	20	80	10	10	25	35	40
83.	Care for preliminary or final dental impressions.	59	90	10	80	10	10	100	0	0
84.	Coordinate medical library function.	*								
85.	Maintain and prepare productivity reports.	*								
87.	Prepare daily census.	24	25	75	100	0	0	25	75	0
88.	Obtain physician's record of medical information and signature on certificate.	*								
89.	Process mail and correspondence (both incoming and outgoing).	41	57	43	57	0	43	0	43	57
90.	Process payroll time cards.	23	50	50	17	33	50	33	33	33

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
91.	Prepare requests for vacation/sick leave.	24	75	25	0	0	100	0	67	33
92.	Prepare requisitions.	*								
93.	Handle telephone calls.	65	82	18	82	0	18	27	18	55
94.	Disseminate insurance information requests to other departments for completion.	23	50	50	50	17	33	33	50	17
95.	Prepare correspondence/report/summary (not forms).	41	71	29	33	33	33	50	33	17
96.	Direct storage/issue/safeguarding of security items.	*								
97.	Mount, label, and file radiographs.	76	92	8	92	0	8	58	6	36
98.	Maintain a patient recall system.	65	76	24	82	6	12	35	35	30
99.	Record patient's medical/dental history.	76	77	23	100	0	0	50	17	33
101.	Record nursing care.	*								
102.	Check/maintain charting of treatments and medications, procedures, orders, observations.	31	62	38	75	0	25	38	38	24
103.	Maintain personal information card index on each patient.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
104.	Gather data to complete reports for government agencies.	23	50	50	33	17	50	17	50	33
105.	Receive and organize handling of medication samples.	*								
106.	Prepare and replenish supplies in physician's kit.	*								
107.	Operate office business machines.	65	100	0	73	9	18	12	44	44
108.	Initiate and maintain a medical record file for patients.	35	78	22	100	0	0	11	56	33
110.	Establish and maintain a control system for location of medical record folders.	31	62	38	100	0	0	24	38	38
111.	Maintain catalogs of supplies and equipment.	47	75	25	42	29	29	0	0	100
112.	Prepare statistical reports in regard to patient visits and procedures.	38	90	10	90	0	10	50	40	10
115.	Follow established procedure in filing incident reports.	29	80	20	40	20	40	25	50	25
116.	Process loans of X-ray films.	31	62	38	75	0	25	24	38	38
117.	Maintain radiology work record for statistical purposes.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
118.	Receive and record physician's verbal orders.	23	33	67	100	0	0	0	50	50
120.	Follow established procedures for processing authorization/accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	19	60	40	40	20	40	40	40	20
123.	Open sterile packages and packs.	41	100	0	86	0	14	57	14	29
132.	Teach patient, family, staff the relation of rehabilitation activities to daily living.	*								
144.	Prepare oral dose using measure of manufacturers' bottle/by mixing and diluting.	*								
145.	Prepare injections using measured/sterilized dose.	29	100	0	100	0	0	100	0	0
148.	Accumulate and process data for doctor's interpretation.	31	50	50	86	0	14	63	13	24
149.	Apply air to keep cavity preparation dry.	71	100	0	92	8	0	36	36	28
151.	Evaluate adequacy of work space.	29	80	20	40	0	60	40	0	60
154.	Select proper accessories for radiographic techniques.	35	44	56	89	0	11	56	33	11
155.	Improvise or modify equipment for special requirements.	24	100	0	0	0	100	0	0	100

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
160.	Perform preliminary interpretations of observations for doctor.	*								
163.	Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.	53	78	22	12	0	88	72	14	14
164.	Monitor radiation levels in compliance with hospital regulations.	*								
166.	Set up/assist with surgical procedures.	58	93	7	33	33	33	67	7	26
180.	Take and process X-rays.	88	96	4	96	4	0	78	17	5
181.	Practice patient and operatory safety measures and radiation.	82	86	14	100	0	0	77	0	23
183.	Deliver and receive instruments at chairside.	100	94	6	94	0	6	76	18	6
184.	Adjust voltage, amperage, and timer of X-ray machine.	65	82	18	59	6	35	83	11	6
185.	Assist with amalgam restoration.	100	94	6	94	0	6	63	25	12
186.	Prepare dental materials for placement.	100	92	8	85	0	15	58	27	15
187.	Prepare setup for prophylaxis (cleaning).	88	87	13	87	0	13	64	21	15
188.	Triturate amalgam-alloy.	85	91	9	92	0	8	38	50	12

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
189.	Prepare silicate for restoration.	94	88	12	94	0	6	67	20	13
190.	Prepare zinc phosphate cement for protective base.	81	90	10	86	0	14	38	50	12
191.	Prepare setup for fluoride treatment.	82	93	7	86	7	7	54	23	23
192.	Prepare alginate for impression by dentist.	96	92	8	72	12	16	50	50	0
193.	Fill alginate tray.	94	94	6	88	6	6	60	27	13
194.	Prepare setup for endontics (root canal therapy).	92	92	8	48	39	13	61	30	9
195.	Prepare setup for prosthetics.	88	87	13	67	7	26	50	14	26
196.	Load carrier and place amalgam in cavity preparation.	96	92	8	92	0	8	44	48	8
197.	Prepare compound for impression by dentist.	82	100	0	73	0	27	58	17	25
198.	Prepare setup for periodontal treatments.	81	81	19	55	10	35	41	41	18
199.	Prepare tray setup for orthodontic treatments.	35	83	17	40	0	60	75	25	0
200.	Prepare non-carpule hypodermic syringe for injection of medications.	50	85	15	69	15	16	46	46	8
201.	Place matrix for amalgam restoration.	65	91	9	55	9	36	80	10	10
202.	Heat or prepare gutta percha for temporary stopping.	54	79	21	63	21	16	50	50	0

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
203.	Condense amalgam restorations.	41	86	14	50	0	50	80	0	20
204.	Receive and preserve biopsy specimens.	35	78	22	22	0	78	22	33	45
205.	Pour final impressions to produce master cast.	59	100	0	70	20	10	44	22	34
206.	Pour, trim and articulate cast.	85	91	9	55	17	28	55	41	4
207.	Fabricate impression trays from preliminary impressions.	65	91	9	28	36	36	60	10	30
208.	Pour casts of orthodontic deformities.	50	92	8	23	23	54	31	62	7
209.	Fabricate trial baseplates and occlusal rims for complete dentures.	47	100	0	43	14	43	67	0	33
210.	Make removable partial denture prosthesis for occlusal adjustments.	19	60	40	40	10	40	40	40	20
211.	Fabricate individual surgical trays for immediate dentures.	29	100	0	40	20	40	50	0	50
212.	Complete simple denture repairs.	38	80	20	20	30	50	40	50	10
213.	Fabricate temporary removable bite raisers.	24	100	0	50	0	50	33	33	33
214.	Finish and polish gold alloy inlays, crowns or fixed partial dentures.	38	80	20	50	40	10	30	60	10

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
215.	Replace tube teeth or facings.	18	100	0	33	33	33	50	0	50
216.	Ditch the die.	24	67	33	33	33	33	33	50	17
217.	Recognize and identify various types of dental instruments and equipment.	100	65	35	100	0	0	88	0	12
218.	Evaluate dental radiographs for diagnostic quality.	81	71	29	80	5	15	85	10	5
220.	Interpret the dental prescription.	58	53	47	53	33	14	87	0	13
221.	Prepare statistical reports.	*								
222.	Take/transcribe minutes of meetings.	23	67	33	0	0	100	17	50	33
223.	Inform and advise administration as to trends and significant data.	*								
224.	Provide reports or extract data for Medical Staff Committees.	*								
225.	Check records (charts) for deficiencies.	29	40	60	100	0	0	50	25	25
226.	Develop and maintain a filing system for data-processing printouts.	*								
227.	Abstract information for record and list on discharge analysis form (manual processing).	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
229.	Code diseases and operations using prescribed classification system.	*								
230.	Abstract information from record (including medical audit).	*								
233.	Transcribe from recording machines using magnetic belts or recorded discs.	*								
234.	Type information onto various forms.	27	57	43	71	29	0	0	100	0
235.	Change discs, belts, or tapes on recording equipment.	24	75	25	75	0	25	0	100	0
236.	Maintain daily production record.	38	70	30	90	0	10	30	60	10
237.	Recommend policies for departmental functions.	*								
240.	Develop report format and content.	*								
242.	Solder contact on crown.	*								
244.	Pickle casting.	19	100	0	40	40	20	20	40	40
245.	Grind and polish crown.	29	60	40	0	0	100	100	0	0
246.	Wax-up/flask process acrylic facing/crown/bridge.	*								
247.	Reduce sharp edges of fractured tooth.	24	50	50	0	0	100	100	0	0

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
248.	Repair complete/partial denture, e.g., replace one or more teeth.	27	100	0	0	29	71	29	42	29
249.	Bend wire for clasp.	29	60	40	0	0	100	33	33	33
250.	Examine brushing effectiveness; indicate deficient areas to patient.	77	80	20	65	20	15	75	15	10
256.	Make temporary bridge/splint.	*								
257.	Exchange bur/mandrel/mounted/stone diamond in dental handpiece.	100	95	5	100	0	0	30	35	35
261.	Perform emergency orthodontic repair.	*								
264.	Select shade and mold for crown/bridge.	81	86	14	35	20	45	32	47	21
265.	Prepare cast for altered cast impression.	*								
267.	Clean/polish removable appliance.	41	100	0	14	14	72	33	50	17
268.	Prepare/apply characterized porcelain restoration.	*								
270.	Border mold/muscle trim custom tray.	35	89	11	22	56	12	44	44	12
271.	Prepare die from cast.	*								
273.	Make individual surgical tray for immediate denture.	35	100	0	0	50	50	66	17	17

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
277.	Repair complete/partial denture (no teeth damage).	*								
279.	Operate audiovisual equipment, e.g., projector, recorder, etc.	24	50	50	25	0	75	0	75	25
282.	Make orthodontic space maintainer/retainer.	15	100	0	25	0	75	50	50	0
284.	Remove plaster/stone cast from impression after setting.	65	88	12	53	29	18	29	47	24
297.	Inspect dental case/model for acceptance.	29	100	0	60	20	20	60	0	40
299.	Prepare necessary ingredients for dental casting.	24	50	50	67	0	33	67	0	33
304.	Carve and restore anatomical landmarks on dental restoration.	*								
313.	Bead and box final impression.	*								
314.	Select teeth for removable prosthetic appliance.	15	50	50	25	0	75	50	0	50
318.	Cast gold crown, inlay or pontic backing.	*								
320.	Pickle and heat treat gold inlays, crowns, or pontics.	15	100	0	25	50	25	50	25	25
322.	Wax-up and carve inlays, crowns, or pontics for fixed partial bridges.	19	100	0	40	20	40	40	40	20

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
341.	Pour orthodontic casts.	24	100	0	25	25	50	75	25	0
350.	Prepare setup for periodontal treatments.	65	88	12	35	29	36	53	35	12
351.	Prepare dental materials for placement.	76	100	0	92	0	8	50	17	33
352.	Prepare acrylic for restoration.	73	89	11	74	11	15	42	47	11
353.	Load carrier and place amalgam in cavity preparation.	76	100	0	77	0	23	42	33	25
354.	Prepare zinc phosphate cement for protective base.	85	91	9	64	9	27	50	45	5
355.	Place matrix for amalgam restoration.	53	89	11	44	12	44	75	0	25
356.	Remove plaque and stain, and polish teeth.	81	95	5	76	10	14	76	14	10
357.	Clean interproximal surfaces of teeth with dental floss or tape.	65	100	0	83	0	17	36	36	28
358.	Use ultrasonic devices to remove calculus.	31	88	12	86	0	14	63	37	0
359.	Apply disclosing solutions to the teeth to identify bacterial plaque.	65	100	0	36	9	55	40	40	20
360.	Remove subgingival/supragingival calculus.	23	83	17	80	0	20	66	17	17
361.	Polish finished restorations.	53	100	0	56	11	33	67	11	22

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
362.	Apply fluoride to teeth.	85	95	5	50	5	45	45	36	19
363.	Perform periodontal charting.	65	82	18	55	18	27	40	30	30
365.	Desensitize hypersensitive teeth.	59	100	0	20	10	70	33	33	33
366.	Apply topical medications.	54	93	7	50	7	43	64	21	15
370.	Remove/insert temporary fillings.	38	90	10	0	30	70	60	30	10
371.	Remove/prepare surgical periodontal packs.	35	67	33	0	20	80	50	50	0
373.	Polish removable partial denture base.	*								
375.	Locate and assess the amount of stains and deposits.	35	83	17	50	0	50	60	40	0
376.	Recognize conditions indicated in history that require alteration procedure.	31	50	50	63	12	25	63	25	12
377.	Identify abnormalities in soft tissues of the mouth.	47	50	50	60	0	40	83	0	17
378.	Identify extra-oral habits affecting occlusion.	42	64	36	64	18	18	82	18	0
379.	Identify deviate swallowing patterns.	29	40	60	50	0	50	100	0	0
404.	Exercise precautions in administering and handling potentially dangerous agents.	15	50	50	75	0	25	100	0	0

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
415.	Apply hot water bottle, hot and cold packs, hot and cold soaks, hot and cold compresses, cold ice bag.	*								
421.	Review scheduled appointments with doctor.	24	75	25	75	25	0	25	0	75
444.	Handle and store sterilized material to prevent contamination.	42	73	27	91	0	9	82	9	9
449.	Prepare a tray for routine/special procedures.	24	75	25	100	0	0	75	0	25
452.	Describe the nature of patient's illness or injury.	23	33	67	100	0	0	0	17	83
586.	Review patient's clinical history.	19	60	40	100	0	0	40	40	20
587.	Load and unload film units.	29	100	0	100	0	0	50	25	25
591.	Take X-rays (dental/abdominal/spinal/chest/etc.).	53	89	11	100	0	0	75	0	25
602.	Assist with fistula or sinus tract X-rays.	*								
608.	Administer oxygen by mask, tent, nasal devices, incubator.	23	83	17	40	0	60	50	17	33
610.	Perform artificial respiration.	19	40	60	0	0	100	50	50	0
613.	Use mixed gases in treatments.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
621.	Mix and measure drug doses.	*								
622.	Recognize expected reactions to treatment.	31	25	75	88	0	12	63	12	25
623.	Recognize complications of adverse reactions to treatment.	*								
624.	Minimize hazards throughout the health care facility.	35	33	67	100	0	0	44	22	34
625.	Arrange equipment for convenient and safe use.	24	100	0	100	0	0	25	0	75
630.	Prepare medications.	*								
634.	Knows routine for fire in patient area and demonstrates knowledge of procedures for securing the building and reassuring and aiding patients.	19	0	100	50	25	25	0	75	25
635.	Has an understanding of fire prevention and control.	29	20	80	0	0	100	33	0	67
639.	Guide patient in use of prosthetic devices.	*								
645.	Immediately report deviations of patient's vital signs from the normal.	*								
649.	Give instructions to patient regarding medication.	47	50	50	67	0	33	33	0	67
651.	Direct patient to project completion by praise and encouragement.	35	67	33	100	0	0	20	0	80

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
652.	Teach patient to perform activity by instructing and demonstrating.	54	86	14	62	15	23	54	23	23
653.	Adapt teaching techniques to capabilities of patient.	24	50	50	100	0	0	33	0	67
654.	Remove impressions from patient's mouth.	73	89	11	42	26	32	68	16	16
655.	Take impressions for study models.	65	100	0	55	27	18	70	10	20
656.	Cut and remove sutures postoperatively.	69	94	6	11	28	61	50	33	17
657.	Apply coagulants or administer hemo-statics.	24	100	0	50	0	50	60	20	20
658.	Assist with gold foil restoration.	15	100	0	25	25	50	75	0	25
659.	Place/remove temporary cement.	53	100	0	56	33	11	44	23	33
660.	Place/remove periodontal surgical pack.	42	91	9	10	20	70	73	18	9
662.	Remove medication (dry socket).	38	70	30	13	0	87	50	25	25
663.	Select appropriate home care technique for each patient.	35	67	33	80	0	20	80	0	20
664.	Evaluate dietary habits and instruct patient on proper nutrition.	27	71	29	50	17	33	50	33	17

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
666.	Give physiotherapy instruction for temporamandibular joint difficulty.	24	50	50	0	0	100	33	33	33
670.	Abstract simple data from patient's chart.	31	50	50	88	12	0	13	13	74
671.	Position, gown/drape patient.	24	75	25	75	25	0	25	25	50
672.	Prep patient using correct procedures and solutions.	23	67	33	100	0	0	83	17	0
677.	Assist with oral surgery procedures.	76	92	8	46	15	39	67	8	25
678.	Aspirate during oral surgery.	81	82	18	38	38	24	48	33	19
679.	Assist with the administration of local anesthetics.	71	92	8	83	0	17	45	18	37
680.	Evacuate oral cavity during restorative procedure.	88	87	13	96	0	4	52	35	13
681.	Apply water to tooth during cavity preparation.	88	93	7	93	0	7	36	43	21
682.	Insert or remove cotton rolls.	100	81	19	79	0	21	33	33	33
683.	Assist with rubber dam application and removal.	71	100	0	67	8	25	82	9	9
684.	Stabilize patient's mandible during operations.	65	71	29	69	13	18	33	44	23
685.	Dispense medications when ordered by health professional.	35	83	17	83	0	17	67	0	33
686.	Hold impression in mouth after dentist places impression tray.	86	73	27	50	14	36	36	45	19

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
687.	Apply hand mallet in surgical procedures.	24	75	25	0	0	100	33	67	0
688.	Deliver/remove equipment/supplies from contaminated room.	65	76	24	94	0	6	35	41	14
689.	Dispose of contaminated materials and equipment.	76	92	8	100	0	0	58	33	9
690.	Change soiled linen and clothes.	*								
691.	Clean patient unit furniture.	76	92	8	92	8	0	42	42	16
692.	Clean and maintain service area and equipment, within area of responsibility.	88	78	22	90	5	5	35	43	22
693.	Order/inventory and store equipment and supplies.	65	73	27	36	45	19	27	27	46
695.	Verify performance of instruments/devices against manufacturer's specifications.	*								
696.	Determine if equipment needs repair.	54	43	57	71	7	22	36	28	36
697.	Schedule/perform maintenance on equipment.	53	67	33	56	11	33	22	0	78
702.	Clean, sharpen and maintain instruments/equipment as required.	77	85	15	65	5	30	50	40	10
704.	Maintain unexposed radiographic film storage.	85	73	27	84	8	8	36	45	19
705.	Establish and maintain chain of antisepsis.	47	82	8	100	0	0	72	14	14

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
706.	Prepare instruments for sterilization (chemical, autoclaving, dry heat).	100	92	8	92	4	4	54	38	8
707.	Sterilize instruments (chemical, autoclaving, dry heat).	88	87	13	100	0	0	64	14	22
708.	Inspect all areas and rooms for proper housekeeping, temperature, and adequate supplies.	77	75	25	95	0	5	26	48	26
709.	Clean and polish removable appliances.	41	100	0	57	14	29	33	67	0
713.	Check invoices against purchase orders.	71	67	33	40	40	20	11	56	33
714.	Organize storage areas for equipment, supplies, drugs.	69	61	39	61	11	28	17	56	27
715.	Evaluate the effectiveness of sanitizing chemicals and sprays used.	24	50	50	60	0	40	60	0	40
716.	Schedule regular checks for radiation leakage.	31	63	37	37	25	38	25	62	13
717.	Check radiation monitoring badges.	29	40	60	0	0	100	67	0	33
718.	Evaluate and select odor controlling aerosols.	15	25	75	25	0	75	0	50	50
719.	Follow procedures for control and security of medical supplies, drugs, equipment.	24	50	50	100	0	0	67	0	33